

**JOB DESCRIPTION**  
**BEYOND SHELTER, INC.**

**JOB TITLE:** Developer

FLSA: **Exempt**  
**Wage Range:** \$66,000-\$106,000

**REPORTS TO:** Development Director

**STATUS:** Permanent Full-Time

**SUPERVISION EXERCISED:** None

**MISSION OF BEYOND SHELTER, INC:** Improving Lives and Creating Communities by Developing and Sustaining Housing for Those Most in Need.

**JOB PURPOSE:** To develop attractive and fiscally sound affordable housing. To promote BSI, its activities, and its varied community partners.

**ESSENTIAL FUNCTIONS:**

- A. **Development:** Take the lead as a development team member of BSI in the development of properties that meet the community's varied needs for affordable housing. Tasks associated with this responsibility may include:
1. Assessing and monitoring of housing needs in the region
  2. Identifying potential sites, investors, builders and other community partners and coordinating communications, budgets, funding, compliance, and public relations regarding specific projects
  3. Construct and review funding applications, contracts, and lender and investor proposals for contractual and financial accuracy and overall verification of details
  4. Work with Development Director to prepare cash-flow analysis for assigned projects including accounting transitions from pre-development to development, to cost certification, to project operations
  5. Working with the BSI development team, other BSI co-workers and community partners in coordinating efforts and assisting where needed
- B. **Public Relations:** Promote each development project to the community and project stakeholders. Tasks associated with this responsibility may include:
1. Creating promotional events for key stages of each project
  2. Ensuring press releases and public functions [groundbreaking ceremonies, grand openings, tours, etc.] appropriately identify BSI and its partners
  3. Actively participating as a development team member in identifying and creating marketing materials
  4. Utilization of the BSI website and social media
- C. **BSI Team Accountabilities:** Support the team and the mission of Beyond Shelter, Inc. Expectations in support of this include:
1. Taking a leadership role in the affordable housing community to identify opportunities and overcome challenges in fulfilling our mission
  2. Communicating in a timely and respectful manner with all BSI team members and community partners
  3. Cross train, as deemed appropriate by the Development Director, in the tasks and responsibilities of various team member roles
  4. Maintaining and safeguarding appropriate confidentiality and accuracy of all financial transactions among the varied community partners contracting with BSI

5. Seeking out opportunities for professional development and community networking through continuing education and attendance at professional conferences
6. Establishing and protecting the integrity and reputation of BSI in the affordable housing community
7. Follow all BSI procedures and policies as outlined in the BSI Handbook and related documents

#### **MINIMUM REQUIREMENTS:**

Education: Bachelor's degree in business, public administration, finance, urban planning, or a related field

Experience: Three years of progressively responsible administrative experience in management, finances, planning, budgeting, or operations of real estate development projects, preferably within a housing development entity

Hold or attain Certification in NDC Training

Valid driving license and proof of automobile insurance coverage

Must pass criminal background investigation, credit check, and driving record review

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to perform a variety of work requiring independent judgment
- Ability to manage multiple projects at various stages of development
- Ability to multi-task, work under pressure and meet deadlines
- Ability to comprehend and understand Code of Federal Regulations related to Government financing sources
- Ability to develop, understand and analyze complex financial records and reports
- Ability to contribute effectively within a team-based working environment with co-workers, development partners, other agencies and the public
- Ability to communicate clearly with BSI team, development partners, other agencies, and the Board of Directors
- Working knowledge of current office methods and procedures including appropriate computer hardware and software

Equipment operated: Laptop/Tablet and personal computer, calculator, cell phone, copier, scanner

#### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

Communicating clearly, seeing/observing, hearing/listening, thinking, concentrating, reading, fingering, handling, feeling. Typically, sedentary work exerting up to 10 pounds of force occasionally. Work is primarily in climate-controlled area with office equipment level of noise. Position requires visits to construction sites or occasional community gatherings. Periodic weekend or evening work is expected. Position requires up to 25% travel.

Date Accepted: August 22, 2018

Approved by: Board of Directors

Revised by: Jane L. Pettinger, *Improving Human Resources*